DOCUMENT RESUME

ED 195 893 CG 014 805

TITLE The Foreign Student in Elementary and Secondary Schools: A Guide for Administrators and Pupil Services Personnel.

INSTITUTION Bureau of Postsecondary Education (DHEW/OE), Washington, D.C. Div. of International Education.; National Association for Foreign Student Affairs, Washington, D.C.

REPORT NO E-80-14019
PUB DATE Sep 80
NOTE 30p.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Administrator Role; Board of Education Policy; Elementary Secondary Education; English (Second Language); *Foreign Student Advisers; Foreign Students; Language Proficiency; Legal Responsibility; *Pupil Personnel Services; School Counseling; *School Policy; *School Responsibility; *Student Adjustment

ABSTRACT

This guide provides guidelines and information for school administrators and pupil personnel services personnel who work with students from abroad. Immigration laws and statuses are briefly reviewed, and legal steps are presented for meeeting Immigration and Naturalization Service regulations before enrolling foreign students. Information is provided to help schools: (1) develop policies and procedures for the admission, evaluation, and placement of foreign students; (2) evaluate each student's English language proficiency; (3) design appropriate counseling services; (4) review school district policies; and (5) deal with financial concerns of non-immigrants. An annotated bibliography is followed by appendices of various foreign student and non-immigrant forms. (NRB)

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ED195893

PUBLICATION NO. E-80-14019

THE FOREIGN STUDENT IN ELEMENTARY AND SECONDARY SCHOOLS

A Guide for Administrators and Pupil Services Personnel

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CG 014845

Prepared jointly by:

Committee on Foreign Students in the Elementary and Secondary Schools
National Association for Foreign Student Affairs

and

Office of International Education
U.S. Department of Education

NOV 3 1980

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Introduction

This guide has been prepared by the Committee on Foreign Students in the Elementary and Secondary Schools of the National Association for Foreign Student Affairs in cooperation with the Office of International Education, U.S. Department of Education. It is intended to provide guidance and information to those school administrators who are called upon to deal with students from abroad. These students pose unique problems for school personnel because of their foreign academic background, their varying ability to understand and use American English, their foreign culture and life style and their special immigration status as that of foreign students.

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They have brought together in this guide their many years of experience in handling the problems of enrolling foreign students and immigrants in educational institutions. It is the objective of the Committee that through this guide, the resources of the National Association for Foreign Student Affairs can be brought to the attention of elementary and secondary school administrators.

The National Association for Foreign Student Affairs was founded in 1948 by a number of college and university administrators who were involved in counseling and advising foreign students on their campuses. Over the years, the organization has grown to include admissions officers, teachers of English as a second language, people involved in community affairs with foreign students, foreign student advisers and individuals involved in educational opportunities abroad. Several years ago a Task Force was established to investigate the ways in which NAFSA could assist elementary and secondary schools in their dealings with foreign students. That Task Force has now become the Committee.

NAFSA is a membership organization, and through its various publications and a monthly newsletter makes available a wide range of information and data in the area of foreign student administration. Information about NAFSA membership and services can be obtained by writing to:

NAFSA
1860 19th Street, N.W.
Washington, D.C. 20009

The Committee and NAFSA wish to express their thanks to the Office of International Education, U.S. Department of Education, for its efforts on behalf of this project. In particular, thanks go to Edward L. Meador and David N. Levin of the Office of International Education for their contributions to the project.

The Office of International Education (OIE) of the U.S. Department of Education is responsible for expanding the international and global dimensions of the U.S. education system and for promoting the awareness of other cultures. OIE activities include training, curriculum development, research, exchange and a wide range of services in the international education field.

Washington, D.C.
September 1980

I. The Immigrant and the Non-Immigrant

People living in the U.S. who are not U.S. citizens can be divided into four categories: immigrants, non-immigrants, parolees and undocumented aliens. Persons in these categories can become students in the elementary and secondary schools. They all face the same educational problems of English language proficiency, academic background and cultural environment adjustments regardless of their immigration status.

An immigrant is a person who has been legally admitted to the U.S. as a permanent resident alien. The immigrant usually has been issued an Alien Registration Receipt Card (INS Form I-551), generally referred to as a "green card", although its color is bluish (see Appendix A). The immigrant has the choice of becoming a citizen of the U.S. after residing in the U.S. for a period of five years and passing an examination.

A non-immigrant is a person who resides abroad and is a citizen of a foreign country which he/she has no intention of abandoning and who is in the U.S. temporarily for a variety of purposes, including education. Appendix B lists the various types of non-immigrant visas which are currently in use. This guide, however, will focus its attention on those visas which are encountered in working with students in the elementary and secondary schools, i.e. the diplomatic (A) visa, the visitor (B-2) visa, the student (F-1) visa, the exchange visitor (J-1) visa, dependents of students and exchange visitors (F-2, J-2) and the refugee. Refugees do not hold a "green card", but they will possess an Arrival/Departure Card (INS Form I-94) annotated "Parolee—Indefinite Stay"(see Appendix E).

For a more comprehensive description of the immigration laws, one should refer to the pamphlet "U.S. Immigration Laws—General Information" published by the U.S. Immigration and Naturalization Service of the U.S. Department of Justice. The National Association for Foreign Student Affairs (NAFSA) has also published the *Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars,* which is a comprehensive presentation of immigration regulations (see Bibliography).

II. The Non-Immigrant Foreign Student

Before any school can accept or enroll a foreign student with F-1 status, it must complete several legal steps in order to meet Immigration and Naturalization Service (INS) regulations.

First, the school or school district must receive specific authorization to accept and enroll foreign students. This authority is granted after appropriate application is made to the local District Director of the INS. The form to seek such authority is INS Form I-17 (see Appendix G). Once the application has been approved and the authority granted, the designated school official can sign the Certificate of Eligibility (INS Form I-20; see Appendix C) which must be issued to prospective non-immigrant students. It is recommended that only one or two professional, credentialed school officials be authorized to perform these duties.

Before he/she can be issued the INS Form I-20, however, a student must meet three conditions in order to qualify for admission to the school. These conditions are:

a) The student has been accepted by the school which has determined that he/she is academically qualified to pursue a full course of study.
b) The student is either currently proficient in English or the school is willing to provide him/her with special English language instruction.
c) The student has furnished the school with evidence from his/her family, sponsor or by a scholarship that he/she is able to meet all educational and living expenses.

It is important to emphasize that a foreign student holding an F-1 student visa is required by INS regulations to be a full-time student and may not accept employment of any kind except under very restrictive circumstances, as authorized by INS regulations.

Note: The INS Form I-20 (Certificate of Eligibility) and the INS Form I-538 (Extension of Stay, School Transfer or Employment Request) can be obtained in small quantities free of charge from INS District Offices. Large quantities must be purchased from the U.S. Government Printing Office.

III. Admission, Evaluation and Placement

Each school or district should develop policies and procedures for the admission, evaluation and placement of foreign students. School districts with numerous schools should concentrate these operations in a central district office staffed by trained and experienced personnel who can provide expeditious services to administrators in the schools within the district.

Written procedures covering the admission of non-immigrant students should be developed and promulgated to all concerned. Policies regarding the payment or nonpayment of non-resident tuition should be defined in accordance with state or district law or regulation. Procedures for processing and evaluating previous academic records and transcripts should be established so that the central office staff can evaluate the records and make appropriate placement recommendations to school administrators and guidance counselors.

Every attempt should be made to obtain the student's academic records. If the student's original transcripts or records are in a foreign language, a certified translation should be provided by the student, his/her family or sponsor. This translation should be compared carefully with the original documents to ensure authenticity and accuracy.

Counselors should also be aware of translations that have interpretations included by the translator of the student which indicate certain educational achievements which are not reflected in the basic documents.

If transcripts of previous school work cannot be obtained, grade reports, syllabi or other documents should be sought in order to evaluate with accuracy the student's previous schooling. Unfortunately, students from some countries are unable to obtain any records of their education. In these cases placement should be made only after careful interviews have been conducted by trained personnel and, where practicable, tests in English, mathematics and science have been administered.

Before an evaluation of a foreign student's educational background is made, it is advisable to make a detailed chronology or summary of his/her past education. Appendix D shows a form which has proved useful in some school districts. Using such a form the admissions official or counselor can reconstruct the student's academic background on a year by year basis. School personnel should be aware that there are many different school patterns throughout the world. Some school systems are characterized by a 5-3-3 sequence, some by 6-3-3, some by 8-4 and some by 6-4.

One factor in the academic placement of a student is his/her age. Since determination of a student's birth date is important, the appropriate documents, birth certificates, etc. should be carefully examined to obtain the proper date. Many foreign school records include the date and place of birth, and occasionally the parents' names. Persons dealing with students' records should be aware that:

a) Most foreign countries in abbreviating a date, place the day before the month before the year, not the month, day and year as is common in the U.S., i.e. 30/3/77 is the same as our 3/30/77 for March 30, 1977.

b) In many Asian countries the surname is listed first, followed by a middle name and then the first or given name. Likewise, most Spanish surnames are a hyphenated combination of the family name of the father followed by the mother's maiden name, i.e. Smith-Lopez. Recognition of these idiosyncracies will save much time and effort in identifying students' records and in filing.

c) On Iranian transcripts the student's birth date will be listed on the Persian Solar calendar. This is approximately 621 years behind the Christian calendar. Thus, the Solar birth date plus 621 yields the birth date year A.D. Some schools require the Iranian student to file a Certificate of Identity which will state his/her birth date. Various calendars may be used in different countries.

To facilitate the evaluation, it may be helpful at this point to refer to *The Country Index* and *The Glossary of Foreign Educational Terms* (see Bibliography). *The Country Index* contains the elementary and secondary educational systems of most countries. *The Country Index* is being revised to account for changes in the structure of some educational systems, e.g. Iran, which now has a 5-3-4 system. *The Glossary of Foreign Educational Terms* is useful in translating words, terms, grades and other phrases appearing in foreign transcripts in most European and Latin American languages.

It is important to recognize that the foreign words for schools and diploma titles often have different meanings from what they appear to have to the English reader. *Gymnasium, Lycee, Secundaria, College, Colegio, Lykeum* are all secondary schools. In many, but not all Latin American countries, the *Bachiller* or *Bachillerato* is not a university degree but the high school diploma. Here again, errors can be avoided by reference to the student's age at the date of the award of these diplomas or certificates, and by referral to the educational chronology completed by the student. One should not assume a consistent school attendance pattern in a foreign country. Age, therefore, is not a totally reliable indicator of grade placement.

The important factors in evaluating previous education are: current age; age of the student when first entering kindergarten; age of the student when entering the first grade of primary school; and the number of years involved in primary and secondary education. School personnel involved in the placement of foreign students should be wary of discussions with well-meaning relatives comparing the quality of U.S. education *vis-à-vis* the education received in the home country. Where ten years of education completes the secondary education available in a country (i.e. Philippines), it is not generally equivalent to the twelve years of education in the U.S. Normally, the foreign student should be placed in the appropriate grade with his/her age group. However, there are other factors which must be considered before final placement can be made. An important consideration is the student's English language proficiency, for if the student is unable to speak and understand English as used in the classroom, he/she should be placed in an English as a Second Language (ESL) program until his/her proficiency has developed so that he/she can succeed in the regular academic program. English Language and English as a Second Language (ESL) programs are discussed in more detail in Chapter IV.

Students placed in the second, third or fourth year of secondary school may be granted credit for subjects studied at the secondary level in their own country. The rule of thumb in such credential evaluation is to grant credits for a year of study, granting as many Carnegie units as a student may earn in your school within a year. In spite of the long list of subjects studied with appropriate grades granted, the time allotted

within the foreign school system for any subject may vary from one to five class periods weekly. Likewise, a single subject, for example physics, may be studied over a three year period, but with only two class periods weekly.

The importance of proper placement cannot be overemphasized. If a student is advanced beyond his/her capability he/she may fail because of inadequate academic preparation. Placement behind his/her previous achievement may cause the student to repeat previously covered material. Complicating the placement problem is, of course, the student's English language proficiency.

IV. English Language Proficiency

The ability of a foreign student to do satisfactory work in a school in the U.S. depends more upon English language proficiency than any other factor. If the student comes from an English speaking country, such as Australia, Canada, England or New Zealand, or has had substantial education in the English language in that country, the problem is minimal since he/she can be expected to learn American idioms, accents and terms quickly. The same may be true of students whose native language is not English, but who have attended schools where English has been the medium of instruction, such as Hong Kong, Malaysia and the British Caribbean. Other students have learned English in their home countries, but from teachers who have never mastered the language. This often is the case with the Chinese and Japanese. These students demonstrate considerable competence in reading and writing, but their ability to speak correctly or to understand the spoken word may be limited. Finally, there are students whose English language comprehension is limited to the most elementary words of conversation.

One method of determining a foreign student's ability to speak English is an interview with an English teacher who has worked with non-native speakers. This interview should be in the absence of parents, friends or others who, in trying to be helpful, may interfere with the interview. It is important in the interview to go beyond day-to-day pleasantries to discuss in some depth an appropriate subject, such as the student's home country, city or previous education. One method of measuring writing ability is to require the student to write a short autobiography.

Schools which admit foreign students in any number should avail themselves of one or more of the following English language tests so that new foreign students can be evaluated on a common basis. These will assist in the proper placement of those students with English deficiencies and will confirm the proficiency of those students who have had satisfactory previous English language training.

Elementary Schools

SLOPE (Second Language Oral Production English Test)
Ann Fathom
P.O. Box 1141
Rochester, MN 55901

Elementary and Secondary Schools

Dade County Test of Language Development
Sylvia H. Rothfarb
Spanish Curriculum Development Center
7100 N.W. 17th Avenue
Miami, FL 33135

Secondary Schools

CELT (Comprehensive English Language Test)
McGraw-Hill Book Co.
P.O. Box 11045
Newark, NJ 07101

Michigan Aural Comprehension
University of Michigan
English Language Institute
Ann Arbor, MI 48104

SLEP (Secondary Level English Proficiency)
Educational Testing Service
Box 2870
Princeton, NJ 08541

STEL (Structure Tests English Language)
Jeanette Best and Donna Ilyin
Newbury House Publishers, Inc.
Rowley, MA 01969

Thumbnail Diagnostic Placement Test in English as a Second Language
Virginia French Allen
48 Hally Lane
Mt. Laurel, NJ 08054

V. Counseling Foreign Students

Counseling foreign students involves approaches and personal sensitivity different from those that are useful in working with American students. The counselor must develop an empathy for the strange and "foreign" situation that the student finds himself/herself in. This "culture shock" is further compounded if the student has a significant deficiency in English and cannot cope with new experiences. In addition, the difficulties in helping young people demand the finest skills in counseling techniques and cross-cultural communication.

In the initial interviews the American sponsor or relative may be of assistance. The family of the student may also make the counselor's task easier especially if

the family is in the United States on a diplomatic or business mission and has had previous experience in coping with new environments and unfamiliar cultures.

If possible, the interview should be conducted in a relaxed atmosphere, preferably during class periods when the school is reasonably quiet. Distractions caused by the normal noises associated with change of classes can be frustrating to all parties.

In discussing various topics with foreign students, the counselor must be sure to speak slowly and to make sure that the student understands what has been said. Some nationalities, such as the Japanese, make affirmative gestures without necessarily understanding what has been said in order to avoid personal embarrassment or offense to the counselor. Experienced counselors frame their questions and statements in a number of different ways to reinforce the thrust of their inquiry and to avoid rhetorical questions.

Providing assistance and guidance to the student during his/her first few days and weeks in classes is important and requires careful planning. Some schools find it helpful to provide for the new student a "buddy" who may be a U.S. student or a foreign student who has already experienced the transition into the U.S. educational system. For the student with minimal English proficiency, a buddy who can converse in his/her native tongue can be of great help. The buddy should remain with the student until he/she knows where and when his/her classes meet, and where various offices, the library, cafeteria and athletic facilities are located.

Counselors should alert teachers who will have a new foreign student in their class, apprising them of any special difficulties the student might encounter. The counselor will want to receive periodic reports on how the foreign student is progressing in English and class participation. Teachers should note that little class participation is common in many foreign educational systems; the teacher assumes a far more authoritarian role in the classroom than is found in the U.S. Thus, a new foreign student may find American educational practices and expectations perplexing and frustrating. Teachers should be attentive to this possibility and invite participation only after the foreign student has gained confidence in his/her new surroundings and classmates.

After a reasonable length of time (four to six weeks) has elapsed since the student's initial enrollment, the counselor should arrange a follow-up interview. At this time the counselor should determine how the student feels he/she is progressing, then compare this with the teacher's reports and evaluations. This is the time to determine if the student has become familiar with school regulations and practices and whether he/she is having problems with English or with teachers. The result of this interview should be discussed with the parents, the head of the household or the sponsor.

Experienced counselors of foreign students are aware of the potential problems inherent in cross-cultural communications, a relatively new field of study with an expanding body of literature. The bow, the smile, the handshake and other body movements mean different things to persons of different cultures. For example, Latin Americans, both male and female, openly express emotions through body contact, hugging and kissing, something that is uncommon in the U.S. except in the most intimate of family affairs. In Asia, the bow traditionally replaces the handshake as the normal means of greeting. American students, teachers, counselors and school administrators need to be aware of and sensitive to such cultural differences, thereby eliminating most misunderstandings and helping to develop an appreciation for the cultural diversity and richness brought to a school by its foreign students.

VI. Immigration Regulations and Procedures

Admission to the U.S. as an immigrant or non-immigrant is governed by laws enacted by the Congress and administered by the U.S. Immigration and Naturalization Service of the U.S. Department of Justice. The laws and regulations governing the admission of immigrant aliens for permanent residence are beyond the scope of this guide. (For detailed immigration information, refer to the *Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars;* see Bibliography.) Upon lawful admission, these aliens acquire most of the rights and privileges of U.S. citizens, except for voting and employment in certain sensitive areas.

Aliens who intend to enter the U.S. as non-immigrants for a temporary stay do not acquire the rights bestowed on permanent resident aliens. They are admitted upon presentation of a valid passport of their native country to a U.S. consular official abroad. The consular official determines if the alien has met the necessary requirements for admission to the U.S. (see Chapter II). In the case of a prospective student who presents a valid INS Form I-20 executed by an authorized educational institution, the consular official will issue a Student (F-1) visa for entry into the U.S. This visa is stamped on a page in the student's passport. The student's passport and the Form I-20 are returned to the student and he/she can proceed to make travel plans.

At the port of entry or just prior to reaching the port of entry, a blank INS Form I-94 will be given to the student (see Appendix E). At the port of entry in the U.S., the student will give his/her passport, the Form I-20 and the Form I-94 to the immigration official. The immigration official will inspect the passport and the visa page, take the Form I-20 from the student, stamp and note an expiration date on the Form I-94 and enter on the visa page of the passport the name of the school in which the student plans to enroll. Note: A student

may be in possession of several Forms I-20 from different schools. Upon entry into the U.S. the student must present the Form I-20 that is noted on his/her visa. The student must attend that school.

In some cases, non-immigrants may come to the U.S. on a Tourist (B-2) visa which has been specially endorsed by the U.S. Consulate overseas with the term "prospective student". Such a visa permits the student to seek admission to an appropriate educational institution after he/she is in the U.S. Once the student is admitted to an institution, he/she must adjust his/her status from Tourist (B-2) to that of Student (F-1) with the INS. Non-immigrants who have obtained a Tourist (B-2) visa by stipulating to the U.S. Consulate that they will be visiting the U.S. solely for travel and pleasure, will have their Form I-94 marked "no c/s", meaning no change of status is permitted. The school official should not issue a Form I-20 under these circumstances unless the student agrees to leave the U.S. and to reenter using the Form I-20 on a student visa. There are many tourists who seek admission to institutions in order to obtain a Form I-20 so that they can extend their stay in the U.S. beyond the expiration date of their Tourist (B-2) visa. Such visitors are seldom permitted to adjust their status while in the U.S. even if they are admitted to an educational institution and have been given a valid Form I-20. These students will usually be required to return to their home country and apply to the U.S. Embassy or Consulate for a Student (F-1) visa.

After a student has enrolled in school, his/her status will remain valid and he/she will be "in status" (with INS) as long as he/she is studying in a full-time course of study and is not employed. The definition of "full-time" is usually left to the appropriate school officials. Obviously, enrollment in one evening course in an adult, continuing education program would not qualify as "full-time".

Students may transfer from one school to another for a valid reason, e.g. due to parent's or sponsor's move to another school district, promotion from an elementary to a secondary school or from junior high to senior high school or from secondary school to college. This is accomplished by filing a new Form I-20, accepting the student into the new school. This form should be signed by an authorized credentialed school official of the new school. The authorized official of the former school will issue a Form I-538 (see Appendix F) authorizing the transfer. The Form I-20, the Form I-538 and the Form I-94 must be sent to the INS office which had jurisdiction over the former school. The passport should be retained by the student. Note: Some schools require that a transfer student present an approved Form I-538 before permitting the student to enroll. This is a form of control to discourage students from transferring without legitimate reason.

If a student wishes to leave the U.S. while enrolled in school or during summer vacation, he/she will be required to surrender his/her Form I-94 at the point of departure from the U.S. He/she should take with him/her a valid Form I-20 authorizing return to the U.S. as a student (if that is the intention). It is recommended that school officials make a thorough review of the student's academic performance prior to issuing a new Form I-20.

School officials who are authorized to issue Form I-20 or Form I-538 must ascertain that the student possesses a passport that is valid for at least six months beyond the proposed extension period. This is done by the visa issuing officer in U.S. Embassies and Consulates overseas, but becomes the school official's responsibility for students in the U.S. By maintaining an up-to-date record of vital passport and visa information (particularly expiration dates), schools can also help their foreign students avoid unnecessary complications with INS.

Foreign students on F-1 and J-1 visas are not authorized to accept employment of any kind while enrolled as a full-time student. Occasionally, when exigencies occur, the student may apply through the school to the INS for permission to work. Such permission, however, is rarely granted and is only for part-time employment when it can be amply demonstrated that unforeseen circumstances require recourse to employment for financial aid.

In the next few months, INS is expected to publish a set of regulations governing F-1 students' length of stay in the U.S., transfer procedures, permission for work authorization, INS guidelines for reinstatement for students found out of status and institutional reporting requirements on F-1 students. For updated information, contact the National Association for Foreign Student Affairs, 1860 19th Street, N.W., Washington, D.C. 20009.

VII. Finances and the Non-Immigrant

When a foreign student who is a non-immigrant is admitted to a school there are three conditions which must be met in order to comply with the U.S. Immigration and Naturalization Service regulations. The student must be academically admissible, have competence in English or be eligible to enroll in a full-time English as a Second Language program and have adequate financial resources available to cover educational and living expenses during his/her stay in the U.S. The first two conditions are relatively simple to ascertain and have been dealt with in earlier chapters. The financial ability criteria is by far the most complex, and its determination and certification are seldom precise or definitive.

In approaching this problem, the school official should first set forth what expenses the foreign student must meet. If the school, school district or other entity imposes tuition, the foreign student or his/her sponsor must be prepared to meet this cost in addition to other expenses, such as student body fee, laboratory fees,

parking fees, athletic (locker) fees, etc. There may be, of course, certain specified circumstances under which the tuition may be waived.

The school official must also determine how the student will meet his/her living expenses. Will the host or sponsor family be fully able to support the student, pay rent, food and taxes in the same manner as any local resident? If the student is not living with his/her parents, but with other relatives or friends, can these relatives provide the school officials with a financial statement or an income tax return supported by a bank certificate indicating their assets, liabilities, income and expenses to show that they are able to take on the additional expenses of a student?

It is extremely important to secure validated confirmation that the parents, relatives or sponsor will meet the student's financial obligations during the entire period of study. Since the student may not be gainfully employed either on a part-time or full-time basis, income to meet his/her expenses must come from his/her family, relatives or sponsor.

There have been many cases where relatives or sponsors have been most generous in bringing a foreign student to the U.S. to enter a school, then withdrew their support, leaving the student isolated and without funds or a home. It is therefore important that a written commitment be obtained from the relatives or sponsors that they will provide financial support until the student completes his/her secondary education.

VIII. School and School District Policies

U.S. elementary and secondary schools have no legal obligation to educate non-immigrant students from abroad. However, children of parents who are in the U.S. temporarily (e.g. diplomats, businessmen or employees of foreign missions) become an obligation since most states require that all children under the age of 16 or 18 be enrolled in school.

Some foreign students that come from abroad for education are relatives of residents or citizens of the U.S. Others are students participating in one of the international secondary school exchange programs who hold Exchange Visitor (J-1) visas. These students may have completed ten, eleven or twelve years of education in their own country and may or may not have graduated. They normally spend one year with a family and enroll in the local high school. Some of them become frustrated when they find themselves repeating subject matter already covered in their home country or inadequately prepared in subjects not featured in their home schools. The U.S. International Communication Agency requires that youth exchange organizations secure from schools or school districts approval for the admission of exchange students with Exchange Visitor (J-1) visas prior to the students' departure from their home countries.

Many schools and school districts grant high school diplomas to foreign students after only one or two semesters of enrollment. This policy needs to be carefully evaluated by schools and their governing bodies. If a diploma is to represent academic achievement in the U.S., then a student who has received most of his/her education abroad should not be a candidate for a U.S. diploma unless it can be determined that his/her education has met U.S. standards.

Schools and school districts often accept foreign students before school officials or the school board have formulated any policies in this area. Listed below are some of the questions that need to be addressed. School officials should not allow their schools to operate continuously on an *ad hoc* basis. Instead, they should apprise themselves of the full impact that the enrollment of foreign students may have and insure the availability of appropriate procedures, personnel and programs to meet all needs.

Admission Policies

a) Who should be accepted for enrollment?
b) Should the school accept students who are overseas?
c) How many non-immigrant foreign students can the school or school district afford to educate?
d) What academic criteria must a foreign student meet?
e) What level of English language proficiency must be achieved prior to enrollment?
f) What financial and sponsorship requirements must be met?
g) Is the student living with parents, relatives or court appointed guardians?
h) What tuition should be charged for the education of foreign students? What tuition waivers might be allowed?
i) How can it be determined that the student is living in a suitable home?
j) How can it be determined that the student will receive adequate adult supervision at home before and after school?
k) What health and physical examination requirements must be met?

Curriculum

a) What and how many special facilities, personnel and programs (e.g. ESL) can be devoted to foreign students?
b) How many counselors and teachers can be hired and trained to deal with and to assist foreign students?
c) Will school officials organize a formal program for foreign students?
d) How should students be graded until English language proficiency is adequate?
e) Should ESL courses be considered equivalent to grade level English courses for the purpose of fulfilling graduation requirements?

Bibliography

Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars. NAFSA. 1975. 1978 update published to supplement manual. $2.50 postage and handling charges. Covers different aspects of immigration law and procedures, including non-immigrant and immigrant visa classifications. Available from: National Association for Foreign Student Affairs, 1860 19th Street, N.W., Washington, D.C. 20009

A Guide to the Admission of Foreign Students. 1979. 20 pages. $.40 postage and handling charges. A brochure written and produced jointly by the National Association for Foreign Student Affairs (NAFSA) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) both as a general guide to foreign student admissions and as a listing of service agencies in the field. Available from: National Association for Foreign Student Affairs, 1860 19th Street, N.W., Washington, D.C. 20009

Classification of Educational Systems. Organization for Economic Cooperation and Development. Approximately $3.00 per volume. Covers the educational systems of Australia, Austria, Belgium, Canada, Denmark, Finland, France, Federal Republic of Germany, Greece, Iceland, Ireland, Italy, Japan, Luxembourg, Netheriands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, Turkey, United Kingdom and United States, in ten volumes. Available from: Organization for Economic Cooperation and Development, Suite 1207, 1750 Pennsylvania Avenue, N.W., Washington, D.C. 20006

The Country Index: Interpretations for Use in Evaluation of Foreign Secondary Academic Credentials. Theodore Sharp, Inez Sepmeyer and Martena Sasnett, editors. 1971. 217 pages. $10.00. A basic reference with one or two page abbreviated outlines of the educational systems of the majority of the countries of the world. Information on length of school years, grading systems, examinations required for promotion and the major secondary certificates and their authentic names. Placement recommendations and a bibliography of major references for each country are included. Available from: International Educational Research Foundation, Inc., P.O. Box 24679, Los Angeles, CA 90024

Evaluating Foreign Student Credentials. Beth Bercovitz, editor, in cooperation with Stephen H. Fisher. Free. Available from: Institute of International Education, 809 United Nations Plaza, New York, NY 10017

Foreign Student Admissions, Credentials Bibliography. NAFSA Admissions Section. October 1979. Free. A list of basic reference materials for guidance on the admission and academic placement of foreign students in U.S. educational institutions. Available from: National Association for Foreign Student Affairs, 1860 19th Street, N.W., Washington, D.C. 20009

The Glossary of Foreign Educational Terms. Theodore Sharp. 1979. $17.00. A compilation of academic words and terms of sixteen languages. Available from: Sebery Publishing Company, 208 North Champion Pl., Alhambra, CA 91801

The Handbook on the Placement of Foreign Graduate Students (Graduate Handbook), Part I. NAFSA. 1980. 122 pages. $3.40 plus $1.60 postage and handling charges. Part I of the Graduate Handbook describes educational systems of 33 countries from primary schools through tertiary level institutions. Three more sections of this handbook, which will provide 72 additional country outlines, are presently being compiled. Available from: National Association for Foreign Student Affairs, 1860 19th Street, N.W. Washington, D.C. 20009. Quantities are limited. One copy per order.

Selection and Admission of Foreign Students. NAFSA Field Service Program. 1978. 34 pages. $.75 postage and handling charges. Available from: National Association for Foreign Student Affairs, 1860 19th Street, N.W., Washington, D.C. 20009

United States Department of Education publications. ED has published a series of monographs on the educational systems of many countries. Available from the U.S. Government Printing Office at nominal prices.

"Workshop Reports". NAFSA and AACRAO sponsor overseas workshops to study and analyze the educational systems of selected countries and compare them with those of the United States. These workshop reports describe the foreign system and make placement recommendations to assist the admissions officer in making an evaluation of a foreign applicant's credentials. Information regarding these reports can be obtained from: National Association for Foreign Student Affairs, 1860 19th Street, N.W., Washington, D.C. 20009

"World Education Series". Evaluation guides for individual countries which are published on a continuing basis by AACRAO. Information about titles and ordering procedures can be obtained from: American Association of Collegiate Registrars and Admissions Officers, One Dupont Circle, N.W., Washington, D.C. 20036

World Guide to Higher Education. 302 pages. $22.00. While primarily directed to higher education in each country, it does describe briefly elementary and secondary education. Available from: Unipub, 345 Park Avenue South, New York, NY 10010

Appendix A

INS Form I-551 (Alien Registration Receipt Card)

Front — Actual Size

Reverse

This form is issued to any alien who in any manner becomes a lawful permanent resident of the United States. Present issue is blue printing on a background of small dots. Previous issues were either blue or black printing on a background of blue and yellow overlays or black printing on a light green background. Some of the previous issues vary somewhat in format from the above. All have the form number and are laminated in plastic. Employment *is* permitted.

Appendix B
Non-Immigrant Visa Classifications

The different classes of non-immigrants are identified by a subletter and one digit. The class of the non-immigrant student is in the lower right-hand corner of the Form I-94, the Arrival/Departure Record, as follows:

Visa Symbol	Class
A-1	Ambassador, public minister, career diplomatic or consular officer and members of immediate family
A-2	Other foreign government official or employee and members of immediate family
A-3	Attendant, servant or personal employee of alien classified A-1 or A-2 and members of immediate family
B-1	Temporary visitor for business
B-2	Temporary visitor for pleasure
B-1/B-2	Temporary visitor for business and pleasure
C-1	Alien in transit
C-2	Alien in transit to United Nations Headquarters District under sec. 11(3), (4) or (5) of the Headquarters Agreement
C-3	Foreign government official, members of immediate family, attendant, servant or personal employee, in transit
D	Crewman (seaman or airman)
E-1	Treaty trader, spouse and children
E-2	Treaty investor, spouse and children
F-1	Student
F-2	Spouse or child of student
G-1	Principal resident representative of recognized foreign member government to international organization, his/her staff and members of immediate family
G-2	Other representative of recognized foreign member government to international organization and members of immediate family
G-3	Representative of nonrecognized or nonmember foreign government to international organization and members of immediate family
G-4	International organization officer or employee and members of immediate family
G-5	Attendant, servant or personal employee of alien classified G-1, G-2, G-3 or G-4 and members of immediate family
H-1	Temporary worker of distinguished merit and ability
H-2	Temporary worker performing services unavailable in the U.S.
H-3	Trainee
H-4	Spouse or child of alien classified H-1, H-2 or H-3
I	Representative of foreign information media, spouse and children
J-1	Exchange visitor
J-2	Spouse or child of exchange visitor
K-1	Fiancee or fiance of U.S. citizen
K-2	Child of fiancee or fiance of U.S. citizen
L-1	Intra-company transferee
L-2	Spouse or child of alien classified L-1
NATO-1 thru NATO-7	Categories designating personnel residing in U.S. who are associated with the North Atlantic Treaty Organization, including all positions from principal representative of a member state (NATO-1) down through staff members and other employees to servants (NATO-7)

Appendix C

INS Form I-20 (Certificate of Eligibility)

FORM APPROVED
OMB. NO. 43-R0397

Name of Student—Family Name (Capital Letters)	First Name	Middle Name

Date of Birth (Mo., day, year)	Country of Birth	Country of Nationality

CERTIFICATE

OF

ELIGIBILITY

(FOR NONIMMIGRANT "F-1" STUDENT STATUS)

READ CAREFULLY THE INSTRUCTIONS ON PAGE 4

Name of School
School Official To Be Notified of Student's Arrival in U.S.
Address of School (Include Zip Code)

Visa Issuing Post

It is hereby certified as follows:

1. This certificate is being issued to the student named herein for: (Check one)

a. ☐ Initial attendance at this school. b. ☐ Continuation after a temporary absence outside the United States. His presently authorized stay, as it appears on Form I-94 in his possession, expires (month, day, year) _____ c. ☐ Other (specify) _____.

2. The student named herein has been accepted for a full course of study in this school. (If he must appear on or before a specified date, specify that date here _____.) He will be expected to carry a full program of study as defined by immigration regulation 8 CFR 214.2(f)(ia), and this institution. (Schools which devote themselves exclusively or primarily to vocational, business, or language instruction must complete the following: He will be expected to carry a minimum of _____ clock hours a week.) His major field of study is _____, normally requiring (specify length of proposed course) _____ and he is expected to complete his studies at this institution not later than _____.

3. The school has determined by a careful evaluation of the student's qualifications that the student has sufficient scholastic preparation to enable him to undertake a full course of study.

4. (Check one and fill in as appropriate.)

a. ☐ Proficiency in the English language is required and the school has determined that the student has the required proficiency.
Basis for determination: _____.

b. ☐ Proficiency in the English language is required. If the student lacks such proficiency, he will be:
☐ Enrolled in a full course of study of English in this school.
☐ Given special instruction in English, which will consist of _____.

c. ☐ Proficiency in the English language is not required. Explain: _____.

5a. The present academic-year (or other academic-term of _____ months) cost for tuition and fees is $ _____; the average academic-year (or other academic-term) cost for living and incidental expenses is estimated to be $ _____. Total cost for academic-year (or other academic-term) is estimated to be $ _____. (Expenses for the summer period are not included in these figures.)

b. Estimated cost of living and incidental expenses for the summer period (or other non-academic period) of _____ months is $ _____.

6. Indicate how the student expects to meet the expenses estimated in items 5a and 5b above by completing the following (check and fill in as appropriate):

(Amount/Academic Year or other terms of ____ months)

☐ Scholarship/grant/assistantship from this school at $ _____ per _____ until _____. $ _____

☐ The student has been offered campus employment which will not displace a U.S. resident and will not affect the student's ability to carry a full course of study. The rate of pay is $ _____ per _____. $ _____ (enter estimated pay for academic year)

☐ Scholarship/grant/loan from another source (specify source: _____) at $ _____ per _____ until _____. $ _____

☐ Personal or family funds (this school has received verification that these funds are available). $ _____

☐ Summer or other non-academic year expenses will be met by (explain) _____ $ _____

Total: (Must at least equal items 5a and 5b above.) $ _____

7. This school (or if approval not in its own name, the _____ School District under which it operates or _____ School of which it is a part) was approved for attendance by nonimmigrant students by the Immigration and Naturalization Service on _____, file number _____. Such approval has not been revoked.

8. REMARKS _____.

For immigration official	Signature of school official authorized by the school to issue Forms I-20A.	
	Title	Date of issuance: (This certificate expires 12 months after the date of issuance)

FORM I-20A (REV. 4-1-78) N UNITED STATES DEPARTMENT OF JUSTICE Immigration and Naturalization Service Page 1

FORM I-20A

CERTIFICATE BY NONIMMIGRANT STUDENT UNDER SECTION 101 (a) (15) (F) (i) OF THE IMMIGRATION AND NATIONALITY ACT

1. I seek to enter or remain in the United States temporarily and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form.

2. Please print name in full	3. My maximum anticipated stay is (Months or Years)
4. My educational objective is	
5. I am financially able to support myself for the entire period of my stay in the United States while pursuing a full course of study. (State source and amount of support) (Documentary evidence of means of actual support must be attached to this form)	
6. I last attended (Name of School) (City) (State) (Country)	
7. My major field of studies was	8. I completed such studies on (Date)
9. The person most closely related to me who lives outside the United States is: (Name) (Relationship) (Address)	
10. The person most closely related to me who lives in the United States is: (If you have no relative in the United States, give the name of a friend.) (Name) (Relationship) (Address)	

11. I understand the following:

a. A nonimmigrant student applying for admission to the United States for the first time after being issued an F-1 (student's) visa, will not be admitted unless he intends to attend the school specified in that visa. Therefore, if before he departs for the United States the student decides to attend some other school, he should communicate with the issuing American consular office for the purpose of having such other school specified in the visa. Any other nonimmigrant student will not be admitted to the United States unless he intends to attend the school specified in the Form I-20 or Form I-94 which he presents to the immigration officer at the port of entry.

b. A nonimmigrant student is not permitted to work off-campus for a wage or salary or engage in business while in the United States unless permission to do so has first been granted by the Immigration and Naturalization Service. A student who requires employment (1) because of economic necessity due to unforeseen circumstances arising after admission, or (2) to obtain practical training, may apply to the Immigration and Naturalization Service on Form I-538 for permission to accept such employment. Additional information concerning employment is set forth in Form I-538. The alien spouse or child accompanying or following to join a nonimmigrant student is not permitted to work in the United States.

c. A nonimmigrant student is permitted to remain in the United States only while maintaining nonimmigrant student status, and in any event not longer than the period fixed at the time of admission (or change to student classification) unless he applies to the Immigration and Naturalization Service on Form I-538 in accordance with the instructions on that form between 15 and 30 days prior to the expiration of the period of his authorized stay and obtains an extension of his stay.

d. Each year, every nonimmigrant student in the United States on the first day of January must submit by the 31st of January a written notice of his address to the Immigration and Naturalization Service. In addition, a notice must be sent within 10 days after every change of address. Regardless of whether he moves, each nonimmigrant student is required to file written notice of his address every 3 months. Printed forms obtainable at the United States immigration office or post office should be used in making the annual address report, the change of address report, and the 3-month address report.

e. At the time a nonimmigrant student departs from the United States, his temporary entry permit (Form I-94) is to be surrendered to a representative of the steamship or airline if he leaves via a seaport or airport, to a Canadian immigration officer if he leaves across the Canadian border, or to a United States immigration officer if he leaves across the Mexican border.

f. A nonimmigrant student may remain in the United States temporarily only for the purpose of pursuing a full course of study at a specified school. If, after being admitted, the student desires to transfer to another school, he must make written application on Form I-538 for permission to make such a transfer. The application must be submitted to the office of the Immigration and Naturalization Service having jurisdiction over the area in which the school from which he wishes to transfer is located. The application must be accompanied by Form I-20 completed by the school to which he wishes to transfer. He may not transfer until his application is approved. The application will be denied if the student failed to actually take a full course of study at the school he was last authorized by the Service to attend, unless he establishes that his failure to do so was due to circumstances beyond his control or was otherwise justified.

g. A student who seeks to re-enter the United States as a nonimmigrant student after a temporary absence must be in possession of the following documents: (i) A valid unexpired student visa (unless exempt from visa requirements), (ii) A passport valid for six months beyond the period of readmission (unless exempt from passport requirements); (iii) A current copy of Form I-20 (A and B). However, only the "A" copy of Form I-20 is required in the case of a nonimmigrant student returning from temporary absence outside the United States to continue attendance at the same school which the Immigration and Naturalization Service last authorized him to attend; in such case, Form I-20A may be retained by the student and used by him for any number of reentries within twelve months from the date of issuance, the certificate on page 2 of Form I-20A need not be completed, and Form I-20B should be destroyed.

h. A nonimmigrant student who does not register at the school specified in his temporary entry permit (Form I-94), or whose school attendance is terminated, or who takes less than a full course of study, or who accepts unauthorized employment, thereby fails to maintain his status and must depart from the United States immediately.

I CERTIFY THAT THE ABOVE IS CORRECT. I hereby agree to comply with the above and any other terms and conditions of my admission and any extension of stay. I hereby authorize the named school and any school to which I may subsequently transfer to release to the Immigration and Naturalization Service any information from my education records which the Service needs to know in order to determine if I am maintaining the lawful nonimmigrant status in which I was admitted to the United States under the immigration law. More specifically, I authorize the school to report, in writing, to the Immigration and Naturalization Service if I fail to register within 60 days of the time expected, if I fail to carry a full course of study, if I fail to attend classes to the extent normally required, if I am failing courses, if I become employed or if I terminate attendance at the named school and to provide the Service upon demand with my latest address.

Signature of Student	Address (City) (State or Province) (Country)			(Date)
(Signature of Parent or Guardian if Student is Under 18 Years of Age)	(Address)		(Relationship)	(Date)

NOTICE AND REPORT CONCERNING NONIMMIGRANT "F-1" STUDENT

UNITED STATES DEPARTMENT OF JUSTICE
Immigration and Naturalization Service

PART I

Name of Student—Family Name (Capital Letters)	First Name	Middle Name

Date of Birth (Mo., day, year)	Country of Birth	Country of Nationality

READ CAREFULLY THE INSTRUCTIONS ON PAGE 4

Name of School
School Official To Be Notified of Student's Arrival in U.S.
Address of School (Include Zip Code)

Visa Issuing Post

PART II—NOTICE TO SCHOOL CONCERNING "F-1" STUDENT

As indicated herein, the above named student was admitted to or authorized to remain in the United States for a temporary period as a nonimmigrant student.

PLEASE REPORT PROMPTLY TO THE IMMIGRATION OFFICE HAVING JURISDICTION OVER YOUR SCHOOL THE OCCURRENCE OF ANY OF THE CIRCUMSTANCES DESCRIBED IN PART III, BELOW.

FAILURE TO SUBMIT REQUIRED REPORTS MAY RESULT IN WITHDRAWAL BY THE IMMIGRATION AND NATURALIZATION SERVICE OF ITS APPROVAL OF YOUR SCHOOL FOR ATTENDANCE BY NONIMMIGRANT STUDENTS.

For Immigration Official

PART III—REPORT BY SCHOOL CONCERNING "F-1" STUDENT

TO: Immigration and Naturalization Service

1. The student (Check one):

(A) ☐ Did not register personally at this school within 60 days of the date expected.

(B) ☐ Is carrying less than a full course of study or is attending classes to a lesser extent than normally required (explain in Remarks).

*(C) ☐ Terminated attendance at this school **before** completion of the semester.

_____ (Give reason for termination in Remarks.)
(Termination date)

*(D) ☐ Terminated attendance at this school **upon** completion of the semester.

_____ (Give reason for termination in Remarks.)
(Termination date)

*Do not report temporary discontinuance of attendance during a visit abroad, or because of acute illness or injury. However, if student fails to resume attendance this report must be submitted. A student who, on the basis of the recommendation of your school, has been authorized to accept employment for practical training in a field related to his course of studies is considered to be in attendance at your school during the authorized period of such employment. Please be guided accordingly in submitting reports concerning students who have been permitted to engage in practical training.

2. The student's last residence address in the U.S. was: (Apt. number and/or in care of)(Number and street) (City or town) (State) (Zip Code)

3. The following information is furnished concerning the student's departure or planned departure from the United States:

Date of departure	Port of departure	Name of ship, airline, or transportation company

Address abroad

4. Remarks:

Signature of school official	Title	Date

FORM I-20B (REV. 4-1-76) N

Page 3

INSTRUCTIONS TO SCHOOL OFFICIALS

This certificate may be signed and issued only by an authorized school official in the United States after he has determined that the student is eligible. A false certification or improper issuance of this certificate to a student may result in revocation of the approval of your school for attendance by foreign students.

1. Before issuing this certificate you may wish to arrange to have the student tested for English language proficiency. If you wish to use a test of your own selection you may have it administered abroad by any person or agency you care to designate or by an American consular officer. Alternatively, if you wish to use a test which has been furnished to American consular officers by the Department of State, you should instruct the student to arrange with the consular officer to take the Department's English language examination. The results of any test administered by the consular officer will be forwarded direct to you.

   You should not issue this certification unless you are satisfied that the student meets the language and scholastic requirements to pursue the proposed course of study at your school, and that he is able to pay his expenses (including those of any accompanying spouse and children) during his stay in the United States. A copy of the evidence submitted by the student concerning scholastic preparation and ability to pay expenses must be retained by the school for the duration of the student's attendance there.

2. Complete page 1, and PART 1 of page 3, of this form for:

   a. Every **nonimmigrant** student whom you accept for admission to your school and who will apply for a visa and/or admission to the United States under Section 101 (a) (15) (F) (i) of the Immigration and Nationality Act;

   b. Every **nonimmigrant** student in the United States whom you accept for transfer to your school;

   c. Every alien in the United States who applies for a change to **nonimmigrant** student status and has been accepted to attend your school. (An alien who has been admitted or seeks admission to the United States for permanent residence is not classifiable as a nonimmigrant student. Forms I-20A andB should not be issued to any such alien.)

   Remove carbon interleaf and furnish I-20A and I-20B to the student. The Immigration and Naturalization Service, after authorizing admission (except in the case of a student returning from a temporary absence outside the United States to continue attendance at the same school), transfer, or change in status, will endorse and mail Form I-20B to the school. For procedure applicable in the case of a nonimmigrant student returning from a temporary absence outside the United States to continue attendance at the same school, see item 11g, page 2, of Form I-20A.

3. A student's spouse and minor children following to join him are not eligible for admission into the United States unless they present Form I-20A from the school in which the student is enrolled, stating that he is taking a full course of study, and the form is noted by the school to indicate the date of expiration of his authorized stay in the United States as shown on the student's Form I-94. When issuing Form I-20A for the use of his spouse and minor children, the school should fill in only the block giving the name and personal data relating to the student, the block giving name and address of the school, item 7 relating to school approval, and item 8, "Remarks", showing the date of expiration of the student's stay as, "Student's authorized stay in United States expires _____ (date)." In this instance, Form I-20B and the carbon interleaf should be destroyed.

4. If the student fails to register, does not carry a full course of study, or does not attend classes as required, or if his attendance is terminated, fill in PART III of Form I-20B (page 3) and mail immediately to the office of the Immigration and Naturalization Service having jurisdiction over the area in which your school is located. (Please read PART II of Form I-20B for further instructions.)

INSTRUCTIONS FOR NONIMMIGRANT STUDENTS

1. Fill in page 2 of Form I-20A and complete and retain page 5 for your records. Do not fill in any other pages of the form.

2. If you are an applicant for admission to the United States, present both I-20A and I-20B to the American consular officer at the time of your visa application (unless you are exempt from visa requirements) and to the immigration officer upon your arrival in the United States. If you are exempt from visa requirements and are applying for admission to the U.S. for the first time as an F-1 student, present to the immigration officer documentary evidence of your ability to support yourself while pursuing a full course of study (see item 5, page 2 of I-20A). For procedure applicable in the case of a student returning from a temporary absence outside the United States to continue attendance at the same school, see item 11g, page 2, of I-20A.

3. If you are an applicant for permission to transfer to another school (or for transfer and extension of stay), mail or bring Form I-538 and both I-20A and I-20B to the office of the Immigration and Naturalization Service having jurisdiction over the area in which the school from which you wish to transfer is located, together with your temporary entry permit (Form I-94 ARRIVAL-DEPARTURE RECORD). (If your temporary entry permit is attached to your passport, the permit should be removed for this purpose.) **DO NOT SEND IN YOUR PASSPORT.**

4. If you are an applicant for change to nonimmigrant student status, apply on Form I-506 and attach both I-20A and I-20B. Apply at the office of the Immigration and Naturalization Service having jurisdiction over the area in which you are temporarily residing.

Severe penalties are provided by law for knowingly and wilfully falsifying or concealing a material fact in filling out this form.

CERTIFICATE BY NONIMMIGRANT STUDENT UNDER SECTION 101 (a) (15) (F) (i) OF THE IMMIGRATION AND NATIONALITY ACT

1. I seek to enter or remain in the United States temporarily and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form.

2. Please print name in full	3. My maximum anticipated stay is (Months or Years)
4. My educational objective is	
5. I am financially able to support myself for the entire period of my stay in the United States while pursuing a full course of study. (State source and amount of support.) (Documentary evidence of means of actual support must be attached to this form)	
6. I last attended (Name of School) (City) (State) (Country)	
7. My major field of studies was	8. I completed such studies on (Date)
9. The person most closely related to me who lives outside the United States is: (Name) (Relationship) (Address)	
10. The person most closely related to me who lives in the United States is: (If you have no relative in the United States, give the name of a friend.) (Name) (Relationship) (Address)	

11. I understand the following:

a. A nonimmigrant student applying for admission to the United States for the first time after being issued an F-1 (student's) visa, will not be admitted unless he intends to attend the school specified in that visa. Therefore, if before he departs for the United States the student decides to attend some other school, he should communicate with the issuing American consular office for the purpose of having such other school specified in the visa. Any other nonimmigrant student will not be admitted to the United States unless he intends to attend the school specified in the Form I-20 or Form I-94 which he presents to the immigration officer at the port of entry.

b. A nonimmigrant student is not permitted to work off-campus for a wage or salary or engage in business while in the United States unless permission to do so has first been granted by the Immigration and Naturalization Service. A student who requires employment (1) because of economic necessity due to unforeseen circumstances arising after admission, or (2) to obtain practical training, may apply to the Immigration and Naturalization Service on Form I-538 for permission to accept such employment. Additional information concerning employment is set forth in Form I-538. The alien spouse or child accompanying or following to join a nonimmigrant student is not permitted to work in the United States.

c. A nonimmigrant student is permitted to remain in the United States only while maintaining nonimmigrant student status, and in any event not longer than the period fixed at the time of admission (or change to student classification) unless he applies to the Immigration and Naturalization Service on Form I-538 in accordance with the instructions on that form between 15 and 30 days prior to the expiration of the period of his authorized stay and obtains an extension of his stay.

d. Each year, every nonimmigrant student in the United States on the first day of January must submit by the 31st of January a written notice of his address to the Immigration and Naturalization Service. In addition, a notice must be sent within 10 days after every change of address. Regardless of whether he moves, each nonimmigrant student is required to file written notice of his address every 3 months. Printed forms obtainable at the United States immigration office or post office should be used in making the annual address report, the change of address report, and the 3-month address report.

e. At the time a nonimmigrant student departs from the United States, his temporary entry permit (Form I-94) is to be surrendered to a representative of the steamship or airline if he leaves via a seaport or airport, to a Canadian immigration officer if he leaves across the Canadian border, or to a United States immigration officer if he leaves across the Mexican border.

f. A nonimmigrant student may remain in the United States temporarily only for the purpose of pursuing a full course of study at a specified school. If, after being admitted, the student desires to transfer to another school, he must make written application on Form I-538 for permission to make such a transfer. The application must be submitted to the office of the Immigration and Naturalization Service having jurisdiction over the area in which the school from which he wishes to transfer is located. The application must be accompanied by Form I-20 completed by the school to which he wishes to transfer. He may not transfer until his application is approved. The application will be denied if the student failed to actually take a full course of study at the school he was last authorized by the Service to attend, unless he establishes that his failure to do so was due to circumstances beyond his control or was otherwise justified.

g. A student who seeks to re-enter the United States as a nonimmigrant student after a temporary absence must be in possession of the following documents: (i) A valid unexpired student visa (unless exempt from visa requirements); (ii) A passport valid for six months beyond the period of readmission (unless exempt from passport requirements); (iii) A current copy of Form I-20 (A and B). However, only the "A" copy of Form I-20 is required in the case of a nonimmigrant student returning from temporary absence outside the United States to continue attendance at the same school which the Immigration and Naturalization Service last authorized him to attend; in such case, Form I-20A may be retained by the student and used by him for any number of reentries within twelve months from the date of issuance; the certificate on page 2 of Form I-20A need not be completed, and Form I-20B should be destroyed.

h. A nonimmigrant student who does not register at the school specified in his temporary entry permit (Form I-94), or whose school attendance is terminated, or who takes less than a full course of study, or who accepts unauthorized employment, thereby fails to maintain his status and must depart from the United States immediately.

I CERTIFY THAT THE ABOVE IS CORRECT. I hereby agree to comply with the above and any other terms and conditions of my admission and any extension of stay. I hereby authorize the named school and any school to which I may subsequently transfer to release to the Immigration and Naturalization Service any information from my education records which the Service needs to know in order to determine if I am maintaining the lawful nonimmigrant status in which I was admitted to the United States under the immigration law. More specifically, I authorize the school to report, in writing, to the Immigration and Naturalization Service if I fail to register within 60 days of the time expected, if I fail to carry a full course of study, if I fail to attend classes to the extent normally required, if I am failing courses, if I become employed or if I terminate attendance at the named school and to provide the Service upon demand with my latest address.

Signature of Student	Address (City)	(State or Province)	(Country)		(Date)
(Signature of Parent or Guardian if Student is Under 18 Years of Age)			(Address)	(Relationship)	(Date)

THIS PAGE IS TO BE COMPLETED AND RETAINED BY THE STUDENT FOR HIS RECORDS

Appendix D
Foreign Student Enrollment Form

Prince George's County Public Schools
Upper Marlboro, Maryland 20870

Foreign Student Office

Summary of Educational Experiences By Years

Print your name in full _____
(First Name) (Other Name) (Family Name)

Date of Birth _____ Place of Birth _____
(Month, Day, Year) (Town or City) (Province) (Country)

Length of School Year in your Country _____ to _____
(Month) (Month)

1 Academic Year _____ (month), 19 ___ to _____ (Month), 19 ___	2 Your Age	3 Year In School	4 Grade Standard	5 Kind of School: Primary, Elementary, etc.	6 Certificates; Graduations
, 19 to , 19		Pre Primary			
, 19 to , 19		Pre Primary			
, 19 to , 19		1			
, 19 to , 19		2			
, 19 to , 19		3			
, 19 to , 19		4			
, 19 to ,19		5			
, 19 to , 19		6			
, 19 to ,19		7			
, 19 to , 19		8			
, 19 to , 19		9			
, 19 to , 19		10			
, 19 to ,19		11			
, 19 to , 19		12			

State briefly your educational plans for the future _____

_____

_____

PS-10

1. What U. S. Immigration visa classification do you have?

Nonimmigrant

Student "F"_____ Visitor "B-2"_____

Diplomatic "A-1" or "A-2"_____ International Organization "G-4"_____

Exchange Visitor "J"_____ Other_____

Immigrant

Permanent Residence _____ Alien Registration Number _____

Petitioner for Immigrant Status, If Applicable

Petition approved: Date approved _____ Petition not yet approved _____

2. What is to be the source of your financial support for educational and living expenses? _____

_____

3. How long have you studied English? _____

4. If you are living in the United States, how long have you been in this country? _____

_____ _____

Name Address

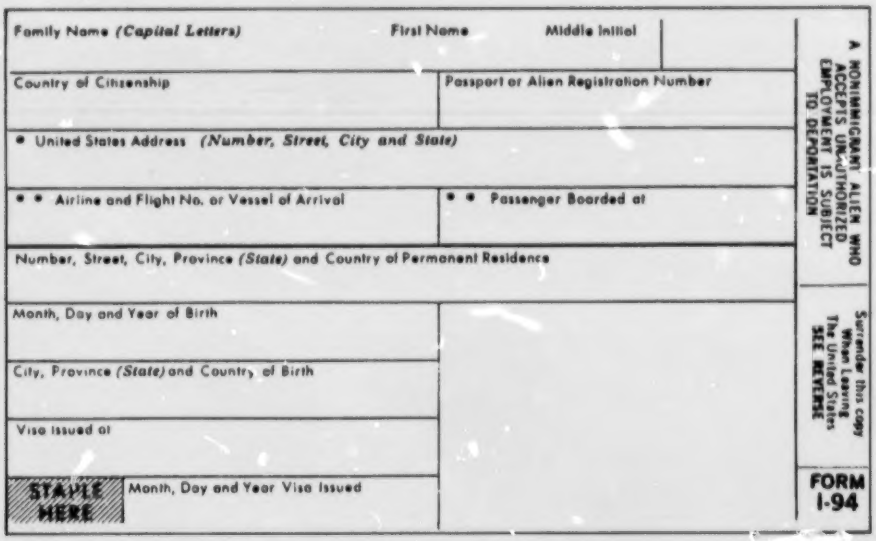
_____ _____

Date

_____

Phone:_____

Appendix E
INS Form I-94 (Arrival/Departure Record)



Family Name *(Capital Letters)*	First Name / Middle Initial	A NONIMMIGRANT ALIEN WHO ACCEPTS UNAUTHORIZED EMPLOYMENT IS SUBJECT TO DEPORTATION
Country of Citizenship	Passport or Alien Registration Number	
• United States Address *(Number, Street, City and State)*		
• • Airline and Flight No. or Vessel of Arrival	• • Passenger Boarded at	
Number, Street, City, Province *(State)* and Country of Permanent Residence		
Month, Day and Year of Birth		Surrender this copy When Leaving The United States SEE REVERSE
City, Province *(State)* and Country of Birth		
Visa Issued at		
STAPLE HERE — Month, Day and Year Visa Issued		FORM I-94

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Appendix F

INS Form I-538 (Application by Nonimmigrant Student (F-1) for Extension of Stay, School Transfer or Permission to Accept or Continue Employment)

APPLICATION BY NONIMMIGRANT STUDENT (F-1) FOR EXTENSION OF STAY, SCHOOL TRANSFER, PERMISSION TO ACCEPT OR CONTINUE EMPLOYMENT, OR PRACTICAL TRAINING

INSTRUCTIONS

Failure to comply with instructions may make it necessary to reject your application.

1. GENERAL. Complete this application if you are an alien admitted to the United States for a temporary period as a nonimmigrant F-1 student and you desire an extension of your authorized stay so that you may continue your studies. Also complete this application if you desire permission to transfer to another school or to accept or continue employment previously authorized.

Application may be made simultaneously on this single form for: extension of temporary stay and permission to transfer to another school; or for extension of temporary stay and permission to accept employment or to continue previously authorized employment.

If you are seeking permission to transfer to another school, and also desire to obtain permission to accept employment or to continue previously authorized employment, you must first submit the application for permission to transfer (and extension if needed) in accordance with Instruction number 4. In such case PART IV of the application should be executed by an authorized official of the school from which you wish to transfer, and the completed application should be submitted to the Immigration and Naturalization Service office which has jurisdiction over the place where that school is located. If the application for permission to transfer is granted, and you desire permission to accept or continue previously authorized employment, you may then submit a separate application on Form I-538 for that purpose; in such case PART IV of the application should be executed by an authorized official of the school to which your transfer has been authorized, and the completed application should be submitted to the Immigration and Naturalization Service office having jurisdiction over that school.

In each case, except as specified in Instruction 4 below, the certification required in PART IV of the application must be made by an authorized official of the school before the application is submitted to the Service.

A separate application must be completed by each applicant. However, an F-1 student who desires an extension of temporary stay for his spouse and children as F-2 nonimmigrants should include them in his application (block 13).

A spouse or child who desires an extension of stay in other than an F-2 classification must make a separate application on Form I-539. An exchange alien may apply for extension only on Form IAP 66 executed by his sponsor.

The application must be typewritten or printed legibly in ink with block letters. IF YOU NEED MORE SPACE TO ANSWER FULLY ANY QUESTION ON THIS FORM, USE A SEPARATE SHEET AND IDENTIFY EACH ANSWER WITH THE NUMBER OF THE CORRESPONDING QUESTION.

If you are carrying less than a full schedule of classroom hours, attach a statement explaining why (for example, a graduate student may indicate in such statement that the reason he/she does not have a full schedule of classroom hours is that he/she is engaged in writing a thesis.)

2. FORM I-94, ARRIVAL-DEPARTURE RECORD. When you submit your application you must also send in your temporary entry permit (Form I-94, ARRIVAL-DEPARTURE RECORD). (If your temporary entry permit is attached to your passport the permit should be removed for this purpose). DO NOT SEND IN YOUR PASSPORT. However, you must be in possession of a passport valid for at least six (6) months at all time while in the United States. If this application includes your spouse and children their Forms I-94 must be submitted with the application. They, too, must be in possession of passports valid for at least six months at all time while in the United States.

3. APPLICATION FOR EXTENSION OF STAY.

(a) WHEN TO SUBMIT APPLICATION. Submit application for extension of stay not less than 15 nor more than 60 days before your authorized stay expires.

(b) WHERE TO SUBMIT APPLICATION. Take or mail your application to the office of the Immigration and Naturalization Service which has jurisdiction over the place where your school is located.

4. APPLICATION FOR PERMISSION TO TRANSFER TO ANOTHER SCHOOL. You may not transfer to another school unless permission to do so has first been granted by the Immigration and Naturalization Service. Therefore, before you transfer submit with this application Form I-20 executed by the school to which you wish to transfer. Submit the application to the office of the Immigration and Naturalization Service having jurisdiction over the school you were last authorized by the Service to attend. Permission to transfer may be granted only to a bona fide nonimmigrant student who intends to take a full course of study at the school to which he/she wishes to transfer. In addition, a transfer applicant must establish that he/she was a full-time student at the school which he/she was last authorized by the Service to attend unless failure to commence or continue full-time attendance at that school was due to circumstances beyond his/her control or was otherwise justified. If you did not attend the school you were last authorized to attend or did not pursue a full course of study there, attach a detailed statement of explanation signed by you setting forth the reason for not attending or not taking a full course of study. The certification in PART IV of this application is not required if you did not attend the school you were last authorized to attend; also, instead of submitting the application to the office of the Immigration and Naturalization Service having jurisdiction over that school, you may submit it to the office of the Service having jurisdiction over the school to which you wish to transfer.

5. APPLICATION FOR PERMISSION TO ACCEPT OR CONTINUE EMPLOYMENT.

(a) ELIGIBILITY. A nonimmigrant student is not permitted to work for a wage or salary or to engage in a business while in the United States unless permission to do so has first been granted by the Immigration and Naturalization Service. Permission which is granted to a student to engage in any employment shall not exceed the date of expiration of his/her authorized stay. The F-2 spouse or child of a nonimmigrant student may not apply for or be granted permission to accept employment.

(b) ECONOMIC NECESSITY. (1) If you are a nonimmigrant student requesting permission to accept or continue part-time employment because of economic necessity you must:

(i) Establish that the necessity is due to unforeseen circumstances arising subsequent to entry or subsequent to change of your status to nonimmigrant student;

(ii) Obtain certification, in Part IV of this application, of an authorized school official that part-time employment will not interfere with your ability to carry successfully a full course of study.

(2) Students permitted to accept employment due to economic necessity must terminate such employment as soon as the need therefore ceases.

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402 (Per 100) Stock Number 027-002-00220-2

FORM I-538 (Rev. 10-25-79)N

(3) When part-time employment is authorized, a student may work off campus not more than 20 hours per week while school is in session, and full time during vacation or recess periods when he is not required to attend school.

(c) PRACTICAL TRAINING. (1) Not more than sixty days prior to and not later than thirty days after completion of studies or graduation, you may request permission to accept or continue employment in order to obtain practical training in your field of study. Such application may be made more than sixty days prior to completion of studies only if you are attending a college, university, or seminary which certifies that it requires practical training for all degree candidates in a specified professional field, and that you are a candidate for a degree in that field. An authorized school official must certify in Part IV of this form that the employment is recommended for practical training in your field of study. That official must also certify that he/she believes that practical training is not available to you in your country of foreign residence.

(2) Permission to accept or continue temporary employment to obtain practical training may be granted in increments of not more than 6 months each, not to exceed 12 months in the aggregate.

(3) Students enrolled in a college, university, or seminary having alternate work-study courses as a part of its regular prescribed curriculum may participate in such courses without change of status and without filing an application for permission to accept employment, provided such periods of actual employment shall be considered as practical training. The work must be in a field related to your course of study. For students who have engaged in off-campus work-study programs, a letter from the school must be submitted with the application stating the number of hours the student has participated in off-campus employment, a description of the duties, and the name and address of the employer.

(d) ON-CAMPUS EMPLOYMENT. On-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship is deemed to be a part of the academic program of a student otherwise taking a full course of study, if related thereto. If the school offers you this kind of employment or any other on-campus employment which will not displace a United States resident, you are not required to apply for permission to this Service to accept such employment.

(e) WHERE TO SUBMIT APPLICATION FOR PERMISSION TO ACCEPT OR CONTINUE EMPLOYMENT. (1) After certification by the appropriate official of your school, the application should be submitted to the office of the Immigration and Naturalization Service having jurisdiction over the area in which your school is located, unless the application is for permission to extend practical training.

(2) If the application is for practical training, the application for the first period of practical training shall be submitted to the office of the Service having jurisdiction over the school recommending practical training. An application for permission to continue practical training must be submitted to the office of the Service having jurisdiction over the actual place of employment. An application to continue practical training must contain the recommendation of the school the student was last authorized by INS to attend. That recommendation must be in sufficient detail in order to determine whether the position is related to the student's field of study. In addition, there must be attached a letter from the student's employer stating the student's occupation and describing the duties he is performing.

(f) LABOR DISPUTES. Permission granted you to engage in any employment is automatically suspended while a strike or other labor dispute involving a work stoppage or lay off of employees is in progress in the occupation and at the place in which you are employed. YOU MUST SUSPEND EMPLOYMENT IMMEDIATELY IF SUCH A SITUATION ARISES AT YOUR PLACE OF EMPLOYMENT.

6. PENALTIES. Severe penalties are provided by law for knowingly and willfully falsifying or concealing a material fact or using any false document in the submission of this application. Also, a false representation may result in denial of this application and any other application you may make for any benefit under the immigration laws of the United States. Any statement submitted with this application is considered part of the application.

UNITED STATES DEPARTMENT OF JUSTICE
IMMIGRATION AND NATURALIZATION SERVICE

Form Approved
OMB No. 43-R0417

APPLICATION BY NONIMMIGRANT STUDENT (F-1) FOR EXTENSION OF STAY, SCHOOL TRANSFER, PERMISSION TO ACCEPT OR CONTINUE EMPLOYMENT, OR PRACTICAL TRAINING

PART I – TO BE FILLED IN BY ALL APPLICANTS

I AM APPLYING FOR (CHECK AND COMPLETE AS APPROPRIATE)

- ☐ EXTENSION OF TEMPORARY STAY UNTIL (SPECIFY DATE) _____
- ☐ PERMISSION TO TRANSFER TO ANOTHER SCHOOL
- ☐ PERMISSION TO ACCEPT OR CONTINUE PRACTICAL TRAINING
- ☐ PERMISSION TO ACCEPT EMPLOYMENT OR TO CONTINUE PREVIOUSLY AUTHORIZED EMPLOYMENT

PRESS FIRMLY – LEGIBLE COPY REQUIRED. PRINT OR TYPE YOUR NAME EXACTLY AS IT APPEARS ON YOUR ARRIVAL-DEPARTURE RECORD FORM I-94. IF YOUR MAILING ADDRESS IN THE U.S. IS WITH SOMEONE WHOSE FAMILY NAME IS DIFFERENT FROM YOURS, INSERT THAT PERSON'S NAME IN THE C/O BLOCK.

1. MY NAME IS	FAMILY NAME *(Capital Letters)*	FIRST	MIDDLE
IN CARE OF	C/O	SOCIAL SECURITY NUMBER *(If Known)*	
2. MAILING ADDRESS IN U.S.	NUMBER AND STREET *(Apt. No.)*		
	CITY	STATE	ZIP CODE
3. DATE OF BIRTH *(Month, Day, Year)*	COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
4. DATE AND PORT OF LAST ARRIVAL IN UNITED STATES	DATE ON WHICH AUTHORIZED STAY EXPIRES		

5. DATE OF INTENDED DEPARTURE FROM U.S.

6. FILE NUMBER *(If Known)*

7. PASSPORT ISSUED BY *(Country)* | PASSPORT EXPIRES ON *(Date)*

8. TELEPHONE NUMBER *(Include Area Code)*

9. Has an immigrant visa petition ever been filed in your behalf?
☐ Yes ☐ No If "Yes", where was it filed?

10. Have you ever applied for an immigrant visa or permanent residence in the U.S.?
☐ Yes ☐ No. If "Yes", where did you apply?

11. Have you been arrested or convicted of a criminal offense since entering the U.S.?
If "Yes" explain in detail.

☐ EXTENSION GRANTED TO *(Date)*

☐ EXTENSION DENIED V.D. TO *(Date)*

EMPLOYMENT ☐ GRANTED ☐ DENIED

PRACTICAL TRAINING
☐ GRANTED ☐ DENIED

TRANSFER ☐ GRANTED ☐ DENIED

THIS SECTION FOR GOVERNMENT USE ONLY

DATE OF ACTION

DD OR OIC OFFICE

IF TRANSFER GRANTED SHOW NEW SCHOOL, CITY, STATE.

12. Number, Street, City, Province *(State)* and Country of Permanent Residence

13. I ☐ AM ☐ AM NOT married. If married and you wish to apply for extension for your F-2 spouse and children, give the following: (See Instruction #1)

NAMES OF SPOUSE AND CHILDREN	DATE OF BIRTH	COUNTRY OF BIRTH	PASSPORT ISSUED BY *(Country)* AND EXPIRES ON *(Date)*	

NOTE: If spouse and children for whom you are seeking extension do not reside with you, give their complete address on a separate attachment to this application.

14. *(Insert "Have" or "Have Not")* I _____ BEEN EMPLOYED OR ENGAGED IN BUSINESS IN THE UNITED STATES. IF YOU HAVE BEEN EMPLOYED OR ENGAGED IN BUSINESS IN THE UNITED STATES, COMPLETE THE REST OF THE BLOCK.

NAME AND ADDRESS OF EMPLOYER OR BUSINESS

KIND OF EMPLOYMENT OR BUSINESS	INCOME PER WEEK	DATES SUCH EMPLOYMENT OR BUSINESS BEGAN AND ENDED

15. MEANS AND SOURCE OF SUPPORT WHILE IN THE UNITED STATES

16. (COMPLETE THIS ITEM ONLY IF YOU ARE APPLYING FOR A SCHOOL TRANSFER)
I ☐ Have ☐ Have not been a full-time student at the school which I was last authorized by the Immigration and Naturalization Service to attend
(If you checked "Have not" state the reasons fully)

I am requesting this transfer because:

ATTACH YOUR FORM I-94 — *DO NOT SEND YOUR PASSPORT	RECEIVED	TRANS. IN	RET'D-TRANS. OUT	COMPLETED

FORM I-538 (Rev. 10-25-79)N

PART I – (CONTINUED) – TO BE FILLED IN BY ALL APPLICANTS

17. CHECK ITEM (A) OR (B) AND COMPLETE THE ITEM CHECKED *(See Instruction No. 1; also, if you are applying for a transfer see Instruction No. 4.)*

☐ (A) I AM ATTENDING SCHOOL

NAME AND LOCATION OF SCHOOL I AM ATTENDING IS

I ☐ WAS ☐ WAS NOT AUTHORIZED BY THE IMMIGRATION AND NATURALIZATION SERVICE TO ATTEND THAT SCHOOL. IF ANSWER IS "WAS NOT", ATTACH A STATEMENT GIVING NAME AND LOCATION OF THE SCHOOL YOU WERE LAST AUTHORIZED TO ATTEND AND WHY YOU ARE NOT ATTENDING THAT SCHOOL.

NUMBER OF CLASSROOM HOURS I ATTEND SCHOOL WEEKLY	DAY OR EVENING CLASSES (SPECIFY)	MAJOR FIELD OF STUDY	DATE EXPECTED TO COMPLETE

☐ (B) I AM NOT ATTENDING SCHOOL

MY REASON FOR NOT ATTENDING IS:

NAME AND LOCATION OF SCHOOL I WAS LAST AUTHORIZED BY IMMIGRATION AND NATURALIZATION SERVICE TO ATTEND	DATE OF GRADUATION OR LAST ATTENDANCE (SPECIFY)	MAJOR FIELD OF STUDY

PART II – TO BE FILLED IN BY APPLICANT FOR PERMISSION TO ACCEPT OR CONTINUE EMPLOYMENT OR PRACTICAL TRAINING

18. I DESIRE PERMISSION TO ACCEPT EMPLOYMENT FOR THE FOLLOWING REASON: *(CHECK ONE)*

(A) ☐ TO OBTAIN OR CONTINUE PRACTICAL TRAINING IN A FIELD RELATED TO MY COURSE OF STUDY AND RECOMMENDED BY THE SCHOOL.

(B) ☐ TO OBTAIN OR CONTINUE PART-TIME EMPLOYMENT NEEDED BECAUSE OF ECONOMIC NECESSITY WHICH AROSE AS A RESULT OF UNFORESEEN CHANGE IN FINANCIAL CIRCUMSTANCES. *(If you checked this item, explain in block 19).*

19. (FILL IN IF YOU CHECKED (B) IN ITEM 18.)

	My yearly expenses at time of initial F-1 entry were:	My yearly expenses currently are:
Tuition	$	$
Room		
Board		
Other (Specify)		
	— Totals —	

	My yearly income at time of initial F-1 entry was:	My yearly income currently is:
Parents	$	$
Other (specify)		
	— Totals —	

EXPLAIN the unforeseen change in your financial circumstances which arose after your entry into the United States and why parent, relative, organization or other sponsor is unable to furnish you the additional funds needed to cover expenses.

Occupation of Father _____

Annual Income $_____

Occupation of Mother _____

Annual Income $_____

20. DESCRIPTION OF PROPOSED EMPLOYMENT

21. (IF YOU CHECKED (A) IN ITEM 18 ABOVE, CHECK AND FILL IN THE APPLICABLE STATEMENT BELOW.)

☐ I HAVE PREVIOUSLY BEEN GRANTED PERMISSION TO ENGAGE IN EMPLOYMENT FOR PRACTICAL TRAINING FROM _____ TO _____ *(date)* *(date)*

☐ I HAVE PREVIOUSLY PARTICIPATED IN AN OFF-CAMPUS WORK-STUDY PROGRAM FROM _____ TO _____

☐ I HAVE NEVER PREVIOUSLY BEEN GRANTED PERMISSION TO ENGAGE IN EMPLOYMENT FOR PRACTICAL TRAINING.

22. IF YOU HAVE PREVIOUSLY SUBMITTED AN APPLICATION TO ACCEPT OR CONTINUE EMPLOYMENT, FURNISH THE FOLLOWING INFORMATION.

OFFICE OF THE IMMIGRATION & NATURALIZATION SERVICE TO WHICH LAST SUBMITTED: *(CITY AND STATE)*	SUCH APPLICATION WAS ☐ GRANTED ☐ DENIED	DATE GRANTED OR DENIED

PART III – TO BE FILLED IN BY ALL APPLICANTS

23. Signature of Applicant

I CERTIFY under penalty of law that the information in this form is true and correct.

_____ (Signature)

_____ (Date Signed)

24. Signature of Person Preparing the Form If Other Than Applicant

I DECLARE that this application was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

_____ (Signature)

_____ (Address) _____ (Date Signed)

PLEASE NOTE: Enclose your Temporary Entry Permit (Form I-94, ARRIVAL DEPARTURE RECORD) (See Instruction # 2)

PART IV.-(Must be completed by an authorized official of the school student was last authorized by the Immigration and Naturalization Service to attend)

25. I hereby certify as follows:

The applicant: (Check one; if item (D) is checked, complete that item.)

(A) ☐ is taking a full course of studies at this school.

(B) ☐ is taking less than a full course of studies at this school.

(C) ☐ completed or will complete the course of study at this school on _____

(D) ☐ did not complete the course of studies but terminated attendance on _____ While attending, ☐ was ☐ was not taking a full course of studies.

If application is for permission to accept or continue employment: (Check one)

(A) ☐ the proposed employment is recommended for practical training of the student in the field of study. To the best of my belief such training will not be available in the country of his/her foreign residence.

(B) ☐ the proposed employment is recommended because of economic necessity due to an unforeseen change in the student's financial circumstances. The employment will not interfere with the student's ability to carry successfully a full course of study.

This school (or if approval was not in its own name, the _____ school district under which it operates or the _____ school of which it is a part) was approved for attendance by non-immigrant students by the Immigration and Naturalization Service, and such approval has not been withdrawn.

DATE	NAME OF SCHOOL	SIGNATURE OF SCHOOL OFFICIAL	TITLE

Appendix G

INS Form I-17 (Petition for Approval of School for Attendance by Nonimmigrant Students)

PETITION FOR APPROVAL OF SCHOOL FOR ATTENDANCE BY NONIMMIGRANT STUDENTS *(Please tear off this page before submitting petition)*

INSTRUCTIONS

1. Filing of Petition: This petition (Form I-17) shall be filed in duplicate with the District Director or Officer-in-Charge of the Immigration and Naturalization Service having administrative jurisdiction over the place in which the school or school system is located. One petition may be filed for an entire school system if all schools of the system are located in the same immigration district. Separate petitions are required of school-system schools located within the jurisdiction of different district directors. If the petition is for a school system, attach a list identifying by name and location those schools included in this petition.

2. A fee of thirty dollars ($30) must be paid for filing this petition. It cannot be refunded regardless of the action taken on the petition. DO NOT MAIL CASH. Payment by check or money order must be drawn on a bank or other institution located in the United States and be payable in United States currency. If petitioner resides in the Virgin Islands, check or money order must be payable to the "Commissioner of Finance of the Virgin Islands". If petitioner resides in Guam, check or money order must be payable to the "Treasurer, Guam". All other petitioners must make the check or money order payable to the "Immigration and Naturalization Service". When check is drawn on an account of a person other than the petitioner, the name of the petitioner must be entered on the face of the check. Personal checks are accepted subject to collectibility. An uncollectible check will render the petition and any documents issued pursuant thereto invalid. A charge of $5.00 will be imposed if a check in payment of a fee is not honored by the bank on which it is drawn. If payment is made by the type of international money order that cannot be mailed, the money order must be drawn on the postmaster of the city in the United States to which the petition will be mailed, and that city, the money order number, and the date must be shown clearly on the top margin of the petition form. A fee is not required if the petitioner is a school or school system owned or operated as a public educational institution or system by the United States or a State or a political subdivision thereof. Also, a fee is not required if the petition is for continuation of approval previously granted by the Immigration and Naturalization Service. (See Instruction No. 9).

3. Execution of Petition. This form must be executed by the principal officer of the school authorized to execute contracts. A petition in behalf of a public school must be made by the School Board and signed by its president or chairman. In the case of a petition in behalf of a public school, only questions 1, 2, 6, and 7 must be completed.

4. Supporting Documents. (a) General. Except in the case of a petition by a school within category (1), (2) or (3) of paragraph No. 5 below, a school catalogue, if one is issued, must be submitted. If not included in the catalogue or if a catalogue is not issued, the school must furnish a written statement containing information concerning: (1) the size of its physical plant; (2) the nature of its facilities for study and training; (3) the educational, vocational, or professional qualifications of the teaching staff; (4) salaries of teachers; (5) attendance and scholastic grading policy; (6) the amount and character of supervisory and consultative services available to students and trainees; (7) finances (including certified copy of accountant's last statement of school's net worth, income, and expenses):

   Unless the petitioner is within categories (i) or (ii) of paragraph (b) below, it must submit a certification by the appropriate licensing, approving, or accrediting official that it is licensed, approved, or accredited. In lieu of such certification, a school which is recognized by a state approving agency as an "educational institution" for study for veterans under the provisions of P.L. 550 (82nd Congress) may submit a statement of recognition signed by the appropriate official of the state approving agency. A charter is not considered a license, approval or accreditation.

   (b) Additional Documents Required.

   (i) School or school system owned or operated as a public educational institution by the United States or a state or political subdivision thereof - must submit a certification to that effect signed by the appropriate public official.

   (ii) Private or parochial elementary or secondary school or school system - must submit a certification signed by the appropriate public official that it meets the requirements of the state or local public educational system.

   (iii) Institution of higher education not included within category (1) or (2) of paragraph No. 5 below - must submit evidence that it confers upon its graduates recognized bachelor's, master's, doctor's, professional, or divinity degrees, or if it does not confer such degrees that its credits have been and are accepted unconditionally by at least three institutions of higher learning within category (1) or (2). If unable to submit evidence of such unconditional acceptance of its credits, the petitioner may submit a statement that the petitioner is recognized as a "correspondent" or "candidate for accreditation" from a nationally recognized regional association which has jurisdiction over accreditation of institutions of higher education in the geographical area where the petitioner is located.

(iv) Elementary or secondary school not included within category (1) or (3) of paragraph No. 5 below - must submit evidence that it qualifies graduates for acceptance by schools of higher educational level within category (1), (2) or (3) of said paragraph.

(v) Vocational School, business school, or American institution of research recognized as such by the Attorney General - must submit evidence that its courses of study are accepted as fulfilling the requirements for the attainment of an educational, professional, or vocational objective and are not avocational or recreational in character.

5. Consultation by the Immigration and Naturalization Service with the United States Office of Education. Before a decision is made on the petition, the District Director of the Service will consult the United States Office of Education by transmitting to that Office the petition, supporting documents and any report of interviews or other inquiry conducted by the Service, with a request for advice as to whether the petitioner is an established institution of learning or other recognized place of study, is operating a bona fide school, and has the necessary facilities, personnel and finances to instruct in recognized courses. However, since the United States Office of Education has advised that each of the following is so considered, consultation with that Office is not required if the school is within one of the following categories:

(1) Any school or school system owned or operated as a public educational institution by the United States or a state or political subdivision thereof;
(2) Any school listed in the current United States Office of Education publication, "Accredited Postsecondary Institutions and Programs", or "Education Directory, Higher Education";
(3) Any secondary school operated by or as part of an institution of higher learning listed in the current United States Office of Education publication, "Accredited Postsecondary Institutions and Programs", or "Education Directory, Higher Education".

6. Interview of Petitioner. An authorized representative of the petitioner will be requested to appear in person before an Immigration officer prior to adjudication of the petition, to be interviewed under oath concerning eligibility of the school for approval unless the school is within category (1), (2) or (3) of the preceding paragraph.

7. Eligibility for Approval. To be eligible for approval the petitioner must establish that it is a bona fide school, that it is an established institution of learning or other recognized place of study, and that it possesses the necessary facilities, personnel, and finances to conduct instruction in recognized courses and that it is, in fact, engaged in instruction of students in said courses.

8. Notification of Approval of Petition. Upon approval of petition, the petitioner will be notified by the return of a copy of the Form I-17, approved and signed by the District Director.

9. Review of School Approval. The district director of the Immigration and Naturalization Service is required to review the approval accorded to schools in his district from time to time. The review is made to determine whether the school has complied with the reporting requirements concerning students, and continues to be eligible for approval. Each school whose approval is reviewed may be required to furnish a currently executed Form I-17 as a petition for continuation of approval, without fee, together with the supporting documents specified in that form. The review may include interview of the school's authorized representatives and consultation with the United States Office of Education. If upon completion of the review the district director finds that the approval should be continued, he will so notify the school in any case in which Form I-17 was submitted as a petition for continuation of approval; otherwise, he will institute proceedings to withdraw its approval.

FORM APPROVED
OMB NO 43-RO 467

UNITED STATES DEPARTMENT OF JUSTICE
Immigration and Naturalization Service

PETITION FOR APPROVAL OF SCHOOL FOR ATTENDANCE BY NONIMMIGRANT STUDENTS

(Please read instructions before filling in form. If you need more space to answer fully any items on this form, use a separate sheet; identify each answer with the number of the corresponding item: and sign and date each sheet.)

TO THE IMMIGRATION AND NATURALIZATION SERVICE:

Petition is made for approval, or continuation of approval, of this institution as a school for attendance by nonimmigrant alien students under Section 101(a)(15)(F) of the Immigration and Nationality Act, and the following statement of facts is submitted:

1. Name of School _____

2. Location _____
(Street and Number) *(City)* *(County)* *(State)* *(Zip Code)*

Mailing Address *(if different from above)* _____

3. Petition is for ☐ initial approval ☐ continuation of approval *(See Instruction No. 9)*

4. Date school established _____

5. Name and address of owner _____

_____
(Street and Number) *(City)* *(County)* *(State)* *(Zip Code)*

6. This school is a ☐ public ☐ private institution.

7. The school operates under the following Federal, State, local, or other authorization: *(If none, write "none".)*

_____

8. The school has been approved by the following national, regional, or State accrediting association or agency: *(If none, write "none".)*

_____

9. The school is engaged in: *(Check appropriate blocks and explain further if necessary.)*

☐ Elementary or Secondary Education. It ☐ does ☐ does not qualify its graduates for acceptance by accredited schools of higher educational level.

_____

_____

_____

☐ Higher Education. It ☐ does ☐ does not confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits ☐ are ☐ are not recognized by and transferable to institutions of study which confer degrees.

_____

_____

_____

☐ Vocational or Technical Education. It ☐ does ☐ does not qualify its graduates for employment in the occupations for which preparation is offered.

RECEIVED	TRANS IN	RET'D-TRANS.OUT	COMPLETED

FORM I-17
(Rev. 8-6-76) N

10. Calendar of school year, including terms or semesters: _____

11. Sessions: ☐ Day only ☐ Night only ☐ Day and Night

12. Requirements for admission: _____

13. Courses of study and time necessary to complete each:

14. Requirements for graduation: _____

15. Causes for expulsion: _____

16. Average annual number of: Classes _____ Teachers or Instructors _____
Students _____ Non-teaching employees _____

17. Approximate annual total cost of room, board, tuition, etc. per student $ _____

If the school is approved, THE PETITIONER AGREES:

(1) Upon acceptance of any nonimmigrant alien student, to furnish such student a Certificate of Eligibility (Immigration and Naturalization Service Form I-20)

(2) After receiving notice of arrival in the United States of a nonimmigrant alien student destined to this institution, to submit immediately to the office of the Immigration and Naturalization Service having jurisdiction over the area in which the institution is located, reports in writing (Service Form I-20B), whenever such student:

A. Fails to register personally at the school within 60 days of the time he is expected to do so; or

B. Fails to carry a full course of study; or

C. Fails to attend classes to the extent normally required; or

D. Terminates his attendance at this institution.

(3) That in any advertisement, catalog, brochure, pamphlet, literature, or other material hereafter printed or reprinted by or for this school, any statement which may appear in such material concerning approval for attendance by nonimmigrant alien students shall be limited solely to the following:

"This school is authorized under Federal law to enroll nonimmigrant alien students".

Dated at _____, this _____ day of _____, 19____.

I certify that I am authorized to execute this petition.

(CORPORATE SEAL OF INSTITUTION)

_____
(Signature)

_____
(Title)

TO PETITIONER: DO NOT FILL IN BLANKS BELOW THIS LINE.

File Number _____

APPROVED _____, 19____

_____
District Director

At _____

DATE OF ACTION
DD
OFFICE

IF THE AGREEMENT IS NOT COMPLIED WITH, APPROVAL MAY BE WITHDRAWN.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1976—626-622 3-1

UNITED STATES DEPARTMENT OF JUSTICE
IMMIGRATION AND NATURALIZATION SERVICE

_____ Refer To This File No.

Date:

Gentlemen:

Please note the paragraph indicated by an "X" mark and the last three paragraphs:

☐ Your petition has been approved and *(your school, schools in your district within the area of jurisdiction of this office) (is, are)* now authorized to accept and enroll foreign nonimmigrant students. A copy of the approved petition is enclosed, with small supplies of Forms I-20 (A&B), I-538 and I-94. I also enclose Form M-50 containing general information on the immigration laws, and Form M-195 which includes information concerning documentary requirements for admission of students to the United States. When you issue a Form I-20(A&B) to an accepted student who resides in Canada or Mexico, you should also furnish him with a blank Form I-94 *(original and duplicate)* which he should complete insofar as possible and present to the immigration officer when applying for admission to the United States.

☐ The review of your school's approval for attendance by nonimmigrant students has been completed. It has been determined that your school meets the eligibility requirements and has complied with the reporting requirements. The approval previously accorded your school will, therefore, be continued.

Attention is called to your agreement on Form I-17 to submit written reports whenever a nonimmigrant student fails to register personally within 60 days of the time he is expected to do so, or fails to carry a full course of study, or fails to attend classes to the extent normally required, or terminates his attendance at your school.

The approval of your school for the attendance of nonimmigrant students is subject to withdrawal in accordance with the regulations *(8 CFR 214.4)*. Among the specified reasons for withdrawal of approval are failure to submit the required reports mentioned above, and the issuance of Certificates of Eligibility, Forms I-20, to students lacking scholastic, financial or language requirements.

If you have any questions or problems on immigration matters, we shall be glad to assist you.

Sincerely,

Form I 516
(12-1-72)